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**PROACTIVE DISCLOSURE**

U/S 4(1)(b) OF THE  
**R.T.I. ACT, 2005**

<b>CHAPTER – I</b>
--------------------

## INTRODUCTION

**1.1. *Please throw light on the back ground of this hand book (Right to Information Act, 2005).***

Majority of the people were ignorant about the Govt. functioning in their day to day life. This hand book will make them more aware and conscious about their right to freedom & right to information so that there will be more transparency in Govt. machinery.

**1.2. *Objective / Purpose of this hand book.***

To provide Right to Information for citizens to secure access to information under the control of Public authorities in order to promote transparency & accountability in the work of every Public Authority.

**1.3. *Who are intended users of this hand book ?***

General public & officials are the intended users of this hand book.

**1.4. *Organisation of the information in this hand book.***

I.T.D.A, Koraput consists of

<b>One</b> Sub-division :	<b>Koraput Sub-division</b>
<b>Nine</b> Tahsils :	<b>Koraput, Semiliguda, Pottangi, Machkund, Nandapur, Laxmipur, Dasamantpur, Narayanpatna &amp; Bandhugam</b>
<b>Nine</b> Blocks :	<b>Koraput, Semiliguda, Pottangi, Nandapur, Lamtaput, Dasamantpur, Laxmipur, Narayanpatna &amp; Bandhugam</b>

and all information on the activities of this ITDA are containing in this Hand book.

**1.5. *Definition***

“**Information**” means any materials in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any

electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

“Right to Information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to –

- (i) Inspection of works, documents, records;
- (ii) Taking out notes, extracts or certified copies of documents or records;
- (iii) Taking certified samples of material;
- (iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

**1.6.** Contact person :- In case some body wants to get more information on topics covered in the hand book as well as other information can contact P.I.O, I.T.D.A, Koraput.

**1.7. *Procedure and fee structure for getting information not available in the hand book.***

Procedure :- As the format prescribed in R.T.I. Act/ Rule will be followed for getting the information not available in the hand book after depositing the required fee. The sample format is given below.

**Manual 1**  
**Particulars of organisation, functions and duties.**

**[Section 4(1)(b)(i)]**

**(i) History and background of the Organisation:**

Name of the Organisation : **INTEGRATED TRIBAL DEVELOPMENT AGENCY, KORAPUT.**

Initially the I.T.D.A., Koraput started functioning as I.T.D.P. (Integrated Tribal Development Project) w.e.f. 04.11.1975. Subsequently it has been converted as I.T.D.A. (Integrated Tribal Development Agency) since 1.4.1979 vide Notification No.5730/T&R.W., dated 23.3.79 of Government in earstwhile T&R.W. Department, Orissa. The ITDA has been registered under Societies Registration Act. bearing Regd. No.15041/189. The jurisdiction of this ITDA is co-terminus to area of Koraput Revenue Sub-Division consisting of 9 nos. of Tahasils namely— Koraput, Semiliguda, Pottangi, Laxmipur, Dasamantpur, Nandapur, Machkund, Narayanpatna & Bandhugam and 9 Blocks, 10 I.C.D.S. Projects namely — Koraput, Semiliguda, Pottangi, Nandapur, Laxmipur, Dasamantpur, Narayanpatna, Bandhugam and Lamtaput having ICDS offices and Sunabeda (10th ICDS) and 11 Police Stations namely — Koraput, Sunabeda, Semiliguda, Damonjodi, Pottangi, Nandapur, Machkund, Laxmipur, Narayanpatna, Bandhugam, Dasamantpur, 130 GPs, 1266 Revenue villages (inhabited 1216, 50 uninhabited).

The geographical area of this ITDA is 5335.48 Sqr. Miles having a population of 5,22,188 as per 2001 Census ( S.T. 2,94,045 : SC 66,326 : OC 1,61,817).

The main objective of this Agency is to formulate Long Term Action Plan as well as Action Plan for Integrated Socio-Economic Development of the operational area of the Agency with main focus of Tribal inhabitation. Formulation of the plan is to be based on the guidelines issued by the Government of Orissa, Government of India from time to time having Tribal Sub-Plan strategy with mainly two folds (i) Educational & Economic development of the STs and their habits and (ii) Protection of Tribals against exploitation.

The Governing Body of the I.T.D.A. are the body constituted as such under the regulation of the I.T.D.A.. The members of the Governing Body of the I.T.D.A. are as follows:

- |   |                  |
|---|------------------|
| 1. Collector of the district .....  | Chairman.        |
| 2. Chairman/Chairmen of the Panchayat Samiti in the operational area of the I.T.D.A.. | Members          |
| 3. M.Ps. of the area.   | Members          |
| 4. M.L.As of the area.  | Members          |
| 5. District Level Officers in charge of developmental programmes.                     | Members          |
| 6. Sub-Divisional Officer.  | Member           |
| 7. Representatives of the concerned financing institutions of the area.               | Members          |
| 8. Representative of the Tribal and Rural Welfare Department.                         | Member           |
| 9. The Project Administrator, ITDA  | Member-Secretary |

**(ii) Objective/ Purpose:**

1) Formulation of a comprehensive long-term and annual plan for the integrated socio-economic development of the operational area of the I.T.D.A. with main focus on the tribals inhabiting. The plan will follow the guidelines issued by Government of Orissa from time to time and will indicate the total programme to be taken up with funds flowing from Government of Orissa, Government of India and the financing institutions.

2) Implementation of such a plan by taking execution of schemes directly or through private, cooperative or public sector agencies with assistance received from Government of Orissa, Government of India and institutional agencies and coordinating the execution of schemes taken up by other agencies of Government.

3) Undertaking such other activity from time to time as may be deemed necessary, conducive, incidental or ancillary for the integrated development of the area and objectives of the I.T.D.A..

**(iii) Mission / Vision :**

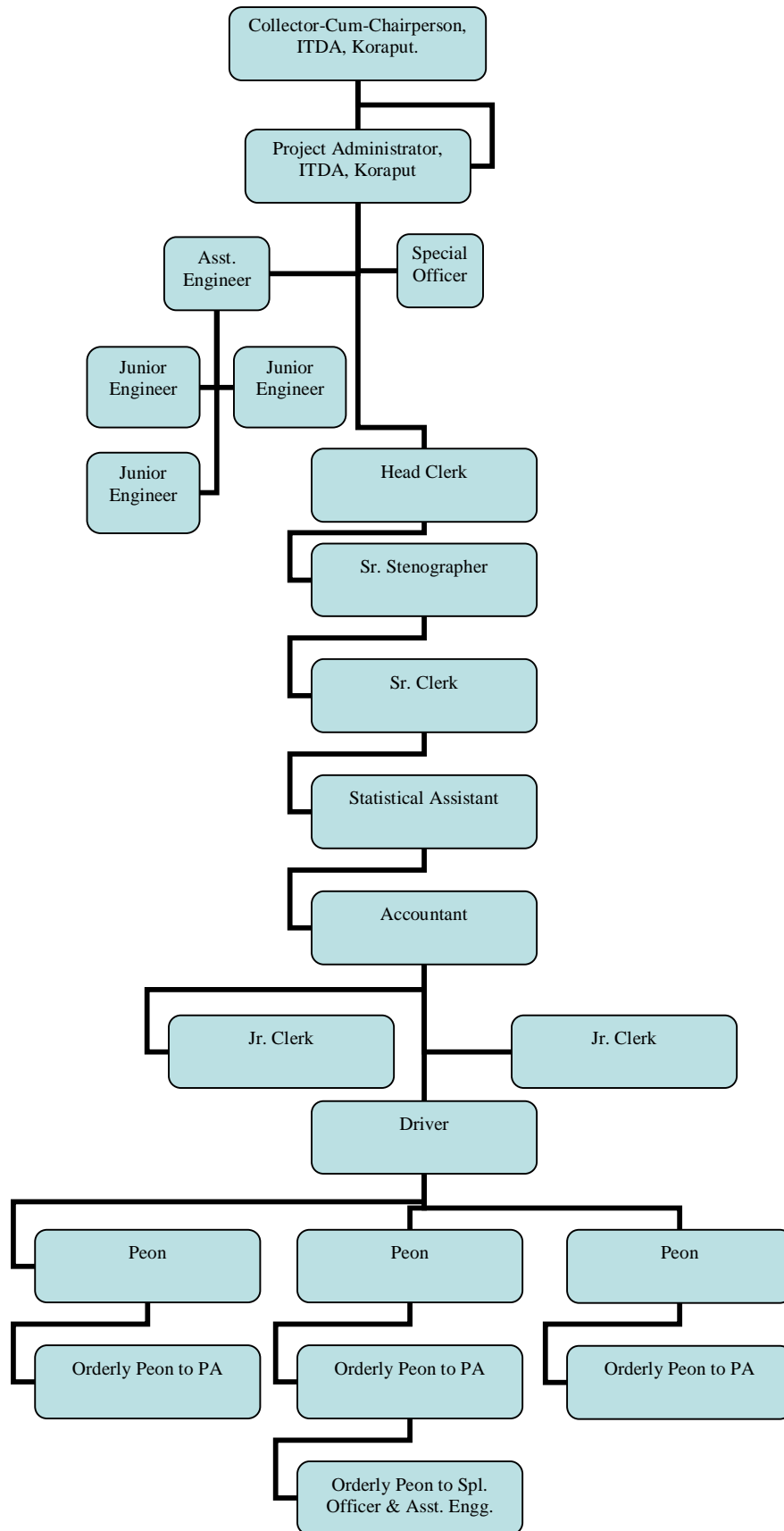
To achieve its objectives the ITDA may take steps for :

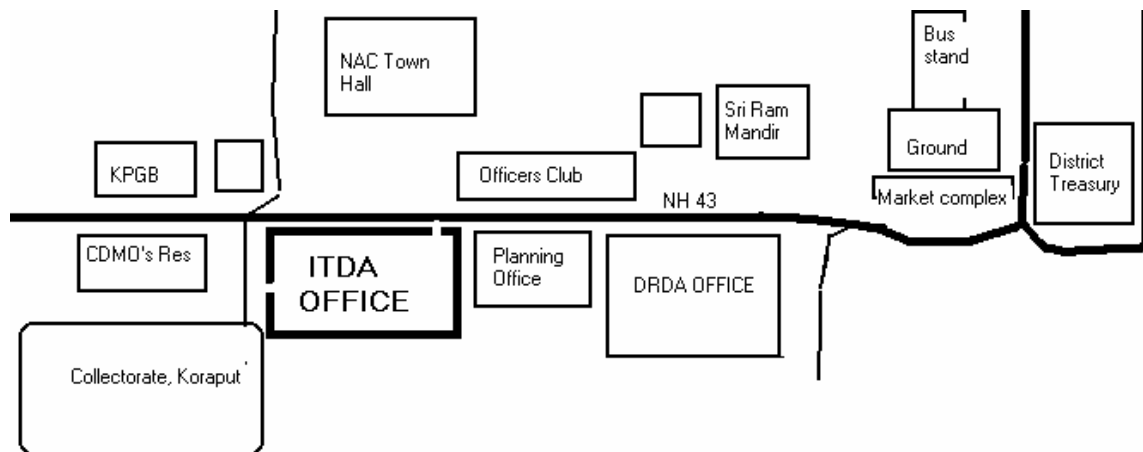
- a) Development of Agriculture and Horticulture.
- b) Development of Irrigation.
- c) Development of soil and water conservation.
- d) Development of Animal Husbandry
- e) Development of Dairy
- f) Development of Fishery
- g) Development of Forestry
- h) Development of Education.
- i) Health care.
- j) Co-operation.
- k) Development of Communications.
- l) Development of rural crafts & arts inclusive of village and small-scale industries.
- m) Provision of social consumption services like drinking water supply, nutrition, child and women and youth welfare etc.
- n) Development of housing.
- o) Other activities relating to development of the area and life of the people particularly the tribals.
- p) Preparation of master plan and action programmes for the foregoing activities.
- q) Undertaking programmes directly and providing incentives and financial support for the programmes taken up by other agencies.
- r) Reviewing periodically the performance of various agencies concerned with the programmes.
- s) Undertaking such other activities as may be considered necessary by the Authority and may be incidental or ancillary, conducive or ancillary to the attainment of its objectives.

**(iv) Main activities/ functions:**

- i) Construction of Irrigation structures.
- ii) Rural connectivity programme. (construction of Bridges/ roads/ culverts/ causeways)
- iii) Construction of L.I. Points.
- iv) Bee-keeping programme.
- v) Mango plantation.
- vi) Repair/ renovation of school, hostel buildings.
- vii) Training to tribal youths through Vocational training.
- viii) Coffee plantation programme.
- ix) Supply of agricultural implements, Vegetable minikits.
- x) Construction of Grain Banks.
- xi) Improvement of P.S.Hs.
- xii) Prevention of shifting cultivation of Podu.
- xiii) Stipend to PSH boarders.
- xiv) Drinking water supply to tribal villages/ schools.
- xv) Tribal Bastee electrification
- xvi) Pisciculture programme.
- xvii) Cashew plantation programme.

(v) Organisation Charts



(vi) Office Location

- (vii) Allocation of business : Annually Rs.8.00 crores approximately from different sources.
- (viii) Duties to be performed to achieve the mission : Given in Manual 2
- (ix) Details of services rendered. : -do-
- (x) Citizen interaction. : Interaction with the public are being taken up by the Higher Authorities during their normal tours & visits.
- (xi) Postal address of the main office, attached/ sub-ordinate/ field units etc. : Integrated Tribal Development Agency (ITDA), Koraput.  
At/Po: Koraput, Dist: Koraput  
Pin – 764 020.  
  
OTELP, ITDA, Koraput  
At/Po: Koraput, Dist: Koraput  
Pin – 764 020.
- (xii) Working hours both for office and public : 10.00 AM to 5.00 PM  
all working days.
- (xiii) Public interaction, if any. : Yes, during field visits & office hours.
- (xiv) Grievance redresses mechanism. : Yes, every Saturday on official hours except holidays.

**Manual 2**  
**Powers and duties of officers and employees.**  
**[Section 4(1)(b)(ii)]**

Powers and duties of officers and staff.

Sl. No.	Name & Designation of post.	Powers				Duties attached.
		Administrative	Financial	Statutory	Others	
1	Project Administrator (Post vacant)	All powers	All	Yes	-	All functions of Head of Office.
2	Sri Manoj Kumar Nayak, Special Officer	Supervision.	-	-	-	To assist the PA, ITDA in all works.
3	Sri Jagannath Pani, Asst. Engineer	Supervision of Development works.	-	-	-	To supervise development works and assist P.A, ITDA, Koraput.
4	Sri Sarat Kumar Nayak, Head Clerk	Supervision	-	-	-	General supervision of Office routine works.
5	Sri T.V.R Subudhi, Sri C. Majhi, Sri Shiba Sankar Behera, Junior Engineers	-	-	-	-	Supervision of development works & other related works of development of assigned blocks.
6	Sri Santosh Kumar Behera, Sr. Stenographer	-	-	-	-	Personal/ Confidential matters.
7	Sri Deenabandhu Sahu, Senior Clerk	-	-	-	-	Dealing with correspondence on development works / schemes.
8	Statistical Assistant Lying vacant.	-	-	-	-	Dealing with reports, returns, meeting & other correspondence.
9	Sri Jitendra Kumar Sahu, Cashier	-	-	-	-	Dealing with cash section.
10	Junior Clerks Lying vacant.	-	-	-	-	Dealing with correspondence on establishment, education, Stock & Store, different schemes.
11	Sri Abhimanyu Maharana, Driver	-	-	-	-	Attached to vehicle.
12	Sri Karanjia Burja, Sri Pitabas Panda, Sri Prafulla Pradhan, Smt. Sunadei Samarath Sri Jagat Hantal Sri Ananda Sabar Class – IV – Peons	-	-	-	-	Attend office duties.

**Manual 3**  
**Procedure followed in decision making process**  
**[Section 4(1)(b)(iii)]**

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

**Flow Process Chart for issue of following works.**

Sl. No.	Activity	Level of action.	Time frame
1	To receive application and put a diary number.	Counter Clerk.	Same day
2	To made application to concerned Dealing Assistant.	Head Clerk	Do
3	To verify the facts of application and submission of information.	Dealing Assistant.	Apprx. 2-3 days
4	To prepare report and submit to applicant/ Department.	Do	Same day
5	To approve / reject application.	P.A.	Same day
6	To prepare Civil works bills.	Junior Engineer	After completion of work & taking measurement as prescribed.
7	To check measurement of bills.	Asst. Engg.	Same day
8	To pass for payment of bills.	Counter Clerk.	Same day

**Manual 4**  
**Norms set for the discharge of functions**  
**[Section 4(1)(b)(iv)]**

Details of norms and standards set out can be given in respect of various activities.

Sl. No.	Activity	Time frame/ Norm	Remarks.
1	Receive of letters	Same day	To concerned DA
2	Issue of letters.	Same day	To proper quarters.
3	Putting of files	As per O.R.M.	As per O.R.M.
4	Maintenance of Registers	As per O.R.M.	By each section.
5	Reports & returns	Monthly, Quarterly, Fortnightly, Half yearly & Annually.	-

**Manual 5**  
**Rules, regulations, instructions, manuals and records for discharging functions.**  
**[Section 4(1)(b)(v)]**

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records.

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents.	Reference No. if any.	Price in case of priced publications.
1	ORM 1964	Office procedure.	-	-
2	Service Code & Action	Establishment matters.	-	-
3	Important Govt. circulars/ Guidelines under SCA to TSP, Article 275(1) from time to time.	Formulation of action plan.	-	-
4	O.P.W.D. Code.	Engg. Works.	-	-

**Manual 6**  
**A statement of the categories of documents that are held by it for under its control**  
**[Section 4(1)(b)(vi)]**

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below).

**A statement of the categories of documents held.**

Sl. No.	Nature of Record.	Details of information available.	Unit/ section where available.	Retention period, where available.
1	Files	Letter, Complaints, Schools, Hostels, Stipend, Vouchers, Bills, Statistical information etc.	Development, Cashier, Statistical Assistant, Engg. Section etc.	As per the norms of ORM, OPWD Code & Service Code.
2	Registers	Work register, Index register, Cash register, Stock register, M.Bs register etc.	-do-	-do-
3	Case records	For each development works.	Dev. Section.	-do-
4	Pay acquaintance rolls of employees.	Bill & budget etc.	Bill seat.	-do-
5	Service books of employees.	Personal File, Service Books, Salary bills etc.	Estt. Section.	-do-

**Manual 7****Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.****[Section 4(1)(b)(vii)]**

Details of consultative committees and other bodies with which consultations are held.

Sl. No.	Name and address of the consultative committees/ bodies.	Constitution of the committee/ body.	Rule and responsibility.	Frequency of meetings.
	<p>Sri Prabhakar R. Patil, Collector  Sri Ashok Kumar Pangi, President, Zilla Parishad, Koraput.  Sri Jayaram Pangi, M.P. Koraput, Parliamentary Constituency.  Sri Raghuram Podal, MLA, Koraput A/C.  Sri Rama Ch. Kadam, MLA, Pottangi A/C.  Sri Jhina Hikaka, MLA Laxmipur A/C.  All Chairman of Panchayat Samities of Koraput I.T.D.A.  The Deputy Secretary to Govt., ST &amp; SC Dev. Deptt., Orissa Bhubaneswar,  The Joint Director (Welfare), O/o the R.D.C. (SD), Orissa, Berhampur.  The Project Director, DRDA, Koraput.  The District Manager, OSCST, F.C.C., Koraput.  The Sub-Collector, Koraput./ All B.D.Os of Koraput I.T.D.A.,  The Dy. Director, Horticulture, Koraput.  The Dy. Director, Agriculture, Koraput Range, Jeypore.  The District Agriculture Officer, Koraput.  The Horticulturist, Koraput. / The Soil Conservation Officer, Koraput,  The A.S.C.O., Koraput/Machkund/Nandapur.  The Chief District Medical Officer, Koraput.  The Chief District Veterinary Officer, Koraput.  The District Welfare Officer, Koraput.  The Inspector of Schools, Koraput (Welfare),  The Asst. Director of Fisheries, Jeypore.  The Divisional Forest Officer, Forest Division, Koraput.  The District Labour Officer, Jeypore./ The District Social Welfare Officer, Koraput.  The General Manager, D.I.C., Jeypore./ The General Manager, Cottage Industries, Jeypore.  The Executive Engineer, (R&amp;B), Koraput./ The Executive Engineer, RWS&amp;S, Koraput.  The Executive Engineer, OLIC, Koraput./ The Executive Engineer, M.I. Division, Jeypore/Rayagada.  The Executive Engineer, G.E.D., Sunabeda./ The Executive Engineer, SOUTHCO, Jeypore.  The Executive Officer, N.A.C., Koraput/Sunabeda.  The LEAD District Manager, LEAD Bank, Koraput.  The A.G.M., NABARD, Koraput./ The Secretary, K.C.C. Bank, Jeypore.  The S.D.O., SOUTHCO, Koraput/Sunabeda/Jeypore./ The S.D.O., GED, Koraput.  The Asst. Registrar of Co-operative Societies, Koraput.  The Divisional Forest Officer, Rayagada Division.  The Asst. Director, Sericulture, Koraput./ The Executive Engineer, PHD, Koraput.  The Chief Executive, DSMS, Koraput./ The Project Manager, OAIC, Behind Maharani Guest House, Jeypore.</p>	Project Level Committee meeting.	Plan formulation body.	Quarterly.
Proceedings of the meetings are accessible to members/ public.				

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

**Manual 8**  
**A statement of boards, council, committees and other bodies constituted**  
**[Section 4(1)(b)(viii)]**

**List of Boards, Councils, Committee etc.**

Sl. No.	Name and address of the consultative committees/ bodies.	Main functions of the Body.	Constitution of the body.	Date of constitution.
	<p>Sri Prabhakar R. Patil, Collector Sri Ashok Kumar Pangi, President, Zilla Parishad, Koraput. Sri Jayaram Pangi, M.P. Koraput, Parliamentary Constituency. Sri Raghuram Podal, MLA, Koraput A/C. Sri Rama Ch. Kadam, MLA, Pottangi A/C. Sri Jhina Hikaka, MLA Laxmipur A/C. All Chairman of Panchayat Samities of Koraput I.T.D.A. The Deputy Secretary to Govt., ST &amp; SC Dev. Deptt., Orissa Bhubaneswar, The Joint Director (Welfare), O/o the R.D.C. (SD), Orissa, Berhampur. The Project Director, DRDA, Koraput. The District Manager, OSCST, F.C.C., Koraput. The Sub-Collector, Koraput./ All B.D.Os of Koraput I.T.D.A., The Dy. Director, Horticulture, Koraput. The Dy. Director, Agriculture, Koraput Range, Jeypore. The District Agriculture Officer, Koraput. The Horticulturist, Koraput. / The Soil Conservation Officer, Koraput, The A.S.C.O., Koraput/Machkund/Nandapur. The Chief District Medical Officer, Koraput. The Chief District Veterinary Officer, Koraput. The District Welfare Officer, Koraput. The Inspector of Schools, Koraput (Welfare), The Asst. Director of Fisheries, Jeypore. The Divisional Forest Officer, Forest Division, Koraput. The District Labour Officer, Jeypore./ The District Social Welfare Officer, Koraput. The General Manager, D.I.C., Jeypore./ The General Manager, Cottage Industries, Jeypore. The Executive Engineer, (R&amp;B), Koraput./ The Executive Engineer, RWS&amp;S, Koraput. The Executive Engineer, OLIC, Koraput./ The Executive Engineer, M.I. Division, Jeypore/Rayagada. The Executive Engineer, G.E.D., Sunabeda./ The Executive Engineer, SOUTHCO, Jeypore. The Executive Officer, N.A.C., Koraput/Sunabeda. The LEAD District Manager, LEAD Bank, Koraput. The A.G.M., NABARD, Koraput./ The Secretary, K.C.C. Bank, Jeypore.</p>	Plan formulation.	As per Bye-Law of ITDA.	1979

<p>The S.D.O., SOUTHCO, Koraput/Sunabeda/Jeypore./ The S.D.O., GED, Koraput.  The Asst. Registrar of Co-operative Societies, Koraput.  The Divisional Forest Officer, Rayagada Division.  The Asst. Director, Sericulture, Koraput./ The Executive Engineer, PHD, Koraput.  The Chief Executive, DSMS, Koraput./ The Project Manager, OAIC, Behind Maharani Guest House, Jeypore.</p>			
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Date up to which valid.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings.	Remarks.
6	7	8	9	10
Regular process	No	Yes	Quarterly.	-

**Manual 9**  
**Directory of Officers and employees.**  
**[Section 4(1)(b)(ix)]**

**Directory**

Sl. No.	Name and designation.	Office Phone No.	E-Mail address.	Date from which in position.
1	Sri Manoj Ku. Nayak(I/C) Project Administrator, ITDA, Koraput	06852-251345	itdakpt@ori.nic.in	-
2	Sri Manoj Kumar Nayak, Spl. Officer.	-do-	-do-	28.1.09 FN
3	Sri Jagannath Pani, Asst. Engg.	-do-	-do-	11.8.09 FN
4	Sri Sarat Kumar Nayak, Head Clerk.	-do-	-do-	2.1.09 FN
5	Sri Shiba Sankar Behera, J.E.	-do-	-do-	20.2.09 FN
6	Sri T.V.R. Subudhi, JE	-do-	-do-	30.11.07 AN
7	Sri Santosh Ku. Behera, Sr. Steno.	-do-	-do-	7.3.09 AN
8	Sri Deenabandhu Sahu, Sr. Clerk.	-do-	-do-	24.11.08 AN
9	Sri Jitendra Kumar Sahu, Sr. Clerk.	-do-	-do-	23.4.10 AN
10	Sri A. Maharana, Driver.	-do-	-do-	24.6.02
11	Sri Pitabas Panda, Peon	-do-	-do-	28.5.77
12	Sri Prafulla Pradhan, Peon	-do-	-do-	15.6.81
13	Sri K. Burja, Peon	-do-	-do-	24.8.79
14	Smt S. Samarath, Peon	-do-	-do-	26.8.92 AN
15	Sri Jagat Hantal, Night Watcher	-do-	-do-	19.6.96
16	Sri Ananda Sabar, Peon	-do-	-do-	6.2.08 FN

**Manual 10**  
**The monthly remuneration received by each of the officers and employees, including**  
**the system of compensation as provided in the organizations.**  
**[Section 4(1)(b)(x)]**

Sl. No.	Name and designation.	Pay Band	Monthly remuneration. (Rs.)
1	Sri Manoj Ku. Nayak, PA, ITDA, Koraput (I/C)	PB-3-15600-39100	-
2	Sri Manoj Ku. Nayak, Spl. Officer.	PB-2-9300-34800	23711/-
3	Sri Jagannath Pani, Asst. Engg.	PB-2-9300-34800	27826/-
4	Sri S.K. Nayak, Head Clerk.	PB-1-5200-20200	18440/-
5	Sri S.S. Behera, J.E.	PB-2-9300-34800	22924/-
6	Sri T.V.R. Subudhi, JE	PB-2-9300-34800	22619/-
7	Sri Santosh Ku. Behera, Sr. Steno.	PB-2-9300-34800	21019/-
8	Sri Deenabandhu Sahu, Sr. Clerk.	PB-1-5200-20200	14465/-
9	Sri B.Ch. Lenka, JC	PB-1-5200-20200	13475/-
10	Sri A. Maharana, Driver.	PB-1-5200-20200	15338/-
11	Sri Pitabas Panda, Peon	PB-1S-4440-7440	10401/-
12	Sri Prafulla Pradhan, Peon	PB-1S-4440-7440	10719/-
13	Sri K. Burja, Peon	PB-1S-4440-7440	9055/-
14	Smt. S. Samarath, Peon	PB-1S-4440-7440	10249/-
15	Sri Jagat Hantal, Peon	PB-1S-4440-7440	10084/-
16	Sri Ananda Sabar, Peon	PB-1S-4440-7440	7290/-

**Manual 11**  
**The budget allocated to each agency**  
**[Section 4(1)(b)(xi)]**  
**Non-plan budget (2009-10)**

Major Head	Activity to be performed.	Sanctioned budget. (in lakhs)	Budget estimate (in lakhs)	Revised estimate. (in lakhs)	Expenditure for the year. (in lakhs)
<b>STATE PLAN</b>	Remuneration to Cook-cum-Attendants of KBK 40-seated Girls hostels. (SP)	20.56320	-	-	11.995
	Remuneration to CCAs of PSH. (SP)	36.23040	-	-	21.134
	Superintendent allowance of PSHs. (SP)	0.57000	-	-	0.000
	Superintendent allowance of 40-seated KBK girls hostel (SP)	0.31500	-	-	0.000

	Medical expenses for the treatment of boarders in Hostels.	9.60000	-	-	0.000
	State Plan - Total	<b>67.279</b>	-	-	<b>33.130</b>
<b>NON-PLAN</b>	Pre-matric scholarship to ST&SC boarders. (NP)	226.23500	ST-210.924 lakh Boys-3521 Girls-658 Total=4179	-	135.741
	G.I.A. Establishment Charges to Staff of ITDA. (NP)	42.57081	52.14	-	21.76729
	Special repair, renovation, addition & alteration of School buildings.	87.880	149.50	-	39.00
	Non Plan - Total	<b>356.686</b>	<b>412.564</b>	-	<b>196.508</b>
MPLAD	Project works.	2.00000	-	-	0.000
Training to ST tribals youths as Civil Works Supervisors.	Training to tribal youths for skill upgradation.	1.10150	-	-	0.396
Biju KBK fund.	Project works.	14.91510	-	-	11.02

**Plan budget (2009-10)**

Name of the plan scheme.	Activity to be undertaken.	Date of commencement.	Expected date for completion.	Amount sanctioned. (in lakhs)	Amount disbursed/ spent. (in lakhs)
1	SCA to TSP	1 <sup>st</sup> April.	31 <sup>st</sup> March	407.74	258.38 (including spill over amount)
2	Article 275(1)	-do-	-do-	143.28	100.01 (including spill over amount)
3	Spl. Plan KBK (RLTAP)	-do-	-do-	184.76	57.00 (including spill over amount)

**Manual 12**  
**The manner of execution of subsidy program**  
**[Section 4(1)(b)(xii)]**

**List of institutions given subsidy.**

Sl. No.	Name and address of the institution.	Purpose for which subsidy provided.	No. of beneficiaries.	Amount of subsidy. (Rs.)	Previous years utilization progress.	Previous years achievements.
1	Enclosed in Annexure "A"	-	-	-	-	-

**List of individuals given subsidy.**

Sl. No.	Name and address of the beneficiary.	Purpose for which subsidy provided.	Amount of subsidy.	Scheme and Criterion for selection.	No. of time subsidy given in past with purpose.
1	-	-	-	Financial Assistance to SHGs. Criteria as per Govt. guidelines.	-

Details of schemes under which subsidies are granted should be given.

**Manual 13**  
**Particulars of recipients of concessions, permits or authorizations granted**  
**[Section 4(1)(b)(xiii)]**

List of beneficiaries.

Sl. No.	Name and address of the beneficiary.	Nature of concession / permit/ authorization provided.	Purpose for which granted.	Scheme and criterion for selection.	No. of times similar concession given in past with purpose.
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**Manual 14**  
**Information available in an electronic form**  
**[Section 4(1)(b)(xiv)]**

**Details of information**

Sl. No.	Activities for which electronic data available.	Nature of information available.	Can it be shared with public.	Is it available on website or is being used as back end data base.
1	Office data along with schemes implemented under ITDA Koraput.	Achievements made both under financial & physical under different schemes.	Yes.	Available on official web site <a href="http://www.koraput.nic.in">www.koraput.nic.in</a>

**Manual 15****Particulars of facilities available to citizens for obtaining information  
[Section 4(1)(b)(xv)]****Facilities available for obtaining information**

Sl. No.	Name of facility available.	Nature of information available.	Working hours.
1	Information Counter		
2	Website		
3	Library		
4	Notice board.	Quotation/ Tender Call Notice.	10.00 AM to 5.00 PM

**Manual 16****Name designation and other particulars of Public Information Officers  
[Section 4(1)(b)(xvi)]****List of Public Information Officers**

Sl. No.	Designation of the officer designated as PIO.	Postal address.	Telephone No.	E-Mail address.	Demarcation of Area/ Activities, if more than one PIO is there.
1	Special Officer, ITDA, Koraput.	At/Po/Dist: Koraput.	06852-251345	itdakpt@ori.nic.in	-

**List of Assistant Public Information Officer**

Sl. No.	Designation of the officer designated as Assistant PIO.	Postal address.	Telephone No.	E-Mail address.
1	Head clerk, ITDA, Koraput.	Koraput	06852-251345	itdakpt@ori.nic.in

**First appellate authority with in the department.**

Sl. No.	Designation of the officer designated as first appellate authority.	Postal address.	Telephone No.	E-Mail address.	Demarcation of Area/ Activities, if more than one appellate authority is there.
1	Project Administrator, ITDA, Koraput.	Koraput	06852-251345	itdakpt@ori.nic.in	Appellant Authority for one Deptt. only.

**Manual 17**  
**Other information as may be prescribed.**  
**[Section 4(1)(b)(xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

-- NIL --

Sd/-  
**Project Administrator,**  
**I.T.D.A, Koraput.**